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5-3-2011

# Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, May 3, 2011

Arts & Sciences Finance and Service Committee

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## **Finance and Service Meeting Minutes: 5/3/11**

### **Members Attending:**

- ✓ Mandy Booker
- ✓ Sue Easton
- ✓ Laurel Goj
- ✓ Kenneth Pestka
- ✓ Charlie Rock
- ✓ Tonia Warnecke

### **Incoming faculty guests:**

- ✓ Joe Siry
- ✓ Cynthia Snyder

### **Members Absent:**

- ✓ Anna Alon (on maternity leave)
- ✓ Diane Willingham (on maternity leave)

### **Sr. Administration Resource:**

- ✓ Jeff Eisenbarth

### Agenda for the meeting:

- Introductions
  - Approval of minutes from March meeting
  - Review of April meeting (Laurel)
  - Review of action items
  - Reports from subcommittees
    - o Budget and Planning - Sue
    - o Ethical Production – Tonia/Diane
    - o CESI – Ken
  - Discussion of “how to define transparency” (what do we specifically want to see in reports next year [per Charlie’s suggestion])
  - Final Report from committee
  - Transition issues for next year
  - Thank you to departing members
- 
- The meeting was called to order at 12:30pm. Kenneth volunteered to take minutes.

- Introductions and reflections

Joe Siry and Cynthia Snyder were introduced as incoming faculty members. Joe will serve as the chair for next year. Sue asked members who were leaving the committee to reflect on the past year (what worked and what didn't work?) Several comments noted the value of having a goal for the committee from the start that helped us stay focused.

Other comments centered on thoughts about recommendations for the future including the overarching goal of providing financial transparency. Mandy commented that what goes into the budget is a useful tool for bridging financial transparency to the faculty/college. As a group, it was agreed that this is useful to avoid speculation. Laurel commented on the need for educating the campus on finance, development etc., through continued presentations and colloquia. Joe commented on the timing of these meetings to improve faculty attendance.

Joe asked if there was a lot of student involvement on Finance and Services, and we discussed their role. We agreed that continuing to include them on issues relevant to students, such as tuition, etc., would be useful in improving their participation.

- Minutes were approved from the March meeting.
- Review of April meeting (Laurel): Since there was not a quorum at the April meeting, no official minutes were taken. However, Laurel and Mandy reported that our guest speakers, Lisa Thompson from Development and Sharon Carrier, discussed improving alumni relations, targeting donors and the associated financial situation. They suggested that we have them attend another F & S meeting in the fall because they were very informative.

Reports from subcommittees:

- Budget and Planning - Sue gave a brief update on these meetings and with the arrival of new members passed this opportunity to the committee to follow up for next year. Budget & Planning meetings will start in August and Sue will forward any information to Joe.
- Ethical Production – Tonia reported on the activity of this committee over the past two months. Tonia spoke with head of WRC and there will be updates from Workers Rights Consortium throughout the summer to get a list of vendors to recommend to student groups etc. Tonia had a table at earth day during lunchtime to promote this committee's work which included a poster board, flyers,

etc. and they answered questions. On behalf of this committee, Tonia recorded a video clip with Rollins Cares which will appear on the Rollins' website.

One of the goals was also to find a way to provide incentives for students to utilize approved vendors. Note: Diane will be the Finance and Service liaison for this project and although Tonia leaves F&S, she will continue to be the chair of the ethical production committee.

- CESI – Ken updated the committee on the Master Plan for sustainability. CESI plans to send a proposal to Finance and Service in the Fall of 2011 for approval. Cynthia Snyder volunteered to take Kenneth Pestka's place on this committee in the fall.

Transparency Defined – We discussed the issue of transparency and what this means to this committee. “When arguments are presented we need to have access to the same data... and to have it as it develops rather than at the level of outcomes.”

Charlie commented that when administration uses financial arguments in efforts to persuade faculty, then we need more information. All nonprofits these days are under scrutiny and must justify themselves to the public—the government even mandates that nonprofits like Rollins must a lot of financial information freely available to the public. This is accountability, for using philanthropic and public resources (grants, gifts) that are actively solicited. We also need to look at the categories that would make the most sense for presenting financial data to non-experts in budgeting. New ways of rearranging accounting information should be explored so that we can more clearly see what parts of the college do and how they compare (e.g. the A&S, Crummer divisions). In the current economic environment there are more financial challenges than in the past couple decades, so it is very probable that finances will be used as a reason for decisions more frequently. He mentioned that he had sent an email to Jeff Eisenbarth suggesting new categories that would be helpful to arrange financial data (more user friendly and relevant to clear understanding of budgets); this was 2-3 months ago but there was no reply yet. We also would like information that is relevant concerning staffing and students, especially since retention and its budgetary effect is such a major issue recently. Thus, we need to have actual data to fully support any decisions that involve significant financial risks, and hopefully contribute to creating good ideas and even solutions

Cynthia commented that it would be useful to have the data sooner on the process to improve transparency. Thus, we need to have actual data to support any steps taken.

As an example concerning student retention Laurel commented that we need data that is useable and specific so we know how to respond. In addition, what ways can we as faculty/staff assess and determine "at risk students". Mandy commented that we need to be responsible on an individual level for doing a good job with retention by close one on one contact with each student. Charlie pointed out that there are multiple difficulties with student retention.

The committee discussed the problems that emerge from “secret meetings” and how this can affect morale.

- Year-end Report. We reviewed Sue’s draft of the year-end report for F& S and it will be submitted to Rick Foglesong once edits are made.
- The committee said farewell to several members of the F&S Committee. Rolling off this year will be Tonia, Ken, and Mandy.
- Congrats to working together!

Meeting was concluded at 2:00 pm.